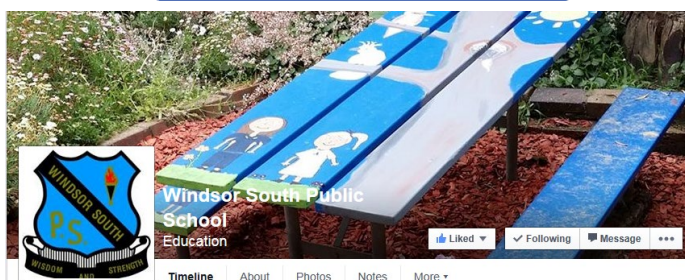


Infants K-2  
2021

# Windsor South PS Information Booklet



Dear Parents/Caregivers

Welcome to a new year. We have listed below some information, which may be helpful to you throughout the year.



### **Arrival**

Staff will be at the gates welcoming your children before school each morning. The morning bell rings at 8:43am and students are to line up with their class by the end of the bell song under the COLA (outside the library). It is vital to your child's learning that they arrive on time by the end of the bell song. If you are late, your child must go to the office to get a late note which they give to their class teacher.

### **Departure**

The end of school bell rings at 2.43pm. Pick up arrangements will remain the same as last year. Kindergarten KW and KN will exit from the small Church Street gate near their classrooms. K/1B , 1/2S and 2/3E will exit from the Campbell Street gate. All other students will exit from the main Church Street gate. Children with younger siblings will go to the gate of the youngest sibling, so parents do not have to move from gate to gate. Please wait outside the gates and remember to practise social distancing.

Please note; teachers are involved in learning and support meetings and professional development after school each day so we appreciate prompt pick up of your children.



### **Appointments**

While we are under COVID restrictions parents and carers can only come to the office by appointment.

Parents and carers can meet with teachers by appointment.

Messages can be left for your child's teacher in the front office or by telephone.

All visitors must register their arrival using the Service NSW COVID Safe Check-in (QR Code) as well as the Department of Education External Visitor Form (QR Code).

### **Allergies**

We currently have students enrolled with allergies to nuts and eggs.

If sending foods to school to share, we request that you please check with your child's class teacher to advise if someone in your child's class has an allergy to egg or nuts. Alternative foods can be arranged for these students. All foods must be commercially pre-packaged. No cupcakes or full sized cakes due to current COVID restrictions. Treats can be shared that are individually wrapped and pre-packaged.

### **Personal Property**

Please label **EVERYTHING**, including hats, lunch boxes, drink bottles (school drink bottles available for \$5.00), jumpers, jackets, track pants, library bag, school bag etc. We have a lost property box in KN Nightingales classroom and on the cola verandah, so please check there for any lost belongings.

## Attendance Matters at Windsor South

If your child is absent or will be absent for a period of time due to illness, please inform the class teacher with a written note, seesaw message or communication via the Sentral text message system as to why your child was away on the first day of their absence. Staff will be contacting you on the second day of an unexplained absence, if they have not received communication regarding the reason your child is away. This is recorded in the class roll. As we are focusing on all students achieving an attendance rate of 90% or above, our Aboriginal Education Officer Rhiannon Wright, may also check in with an informal phone call on a daily basis.

Students must not attend school if they are unwell, even with the mildest of symptoms. Students must return a negative COVID-19 test and be symptom free prior to returning to school.

**Kutukulung says:**

**IF WE DON'T INSIST ...  
LOOK WHAT YOU'LL  
MISS**

<b>95%</b> Attendance You have missed 2 weeks of learning	<b>90%</b> Attendance You have missed 4 weeks of learning	<b>85%</b> Attendance You have missed 6 weeks of learning	<b>80%</b> Attendance You have missed Nearly 1 Term of learning	8 days absent per term from K-6 You have missed 1 year of primary school education
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If a student misses as little as 8 days in a school term, by the end of primary school they'll have missed over a year of school

Attendance rates less than 85% keep kids from getting the consistent instruction they need to build on basic skills. For kids who need extra support there's something else to consider. Frequent absences not only mean less instruction, but also missed opportunities for intervention, re-teaching and enrichment.

## Newsletter



The fortnightly school newsletter is added to Seesaw, Facebook, Sentral Parent Portal and the school website every second Wednesday afternoon. Please read and take note of any information. The term calendar is an excellent way of keeping informed with school activities. The newsletter and term calendar can also be found on the schools website at: <http://www.windsorsth-p.schools.nsw.edu.au/> as well as the Sentral Parent Portal.



Kutukulung says:

**OUR SMILES GO  
DOWN....**

**When you're not  
around**

**DID YOU KNOW:**



*We all miss you!*

**And we know that you miss us too**

- **You miss** out on having the same school experiences and work examples as your peers
- **You miss** out on special events and opportunities
- **You miss** out on the fun moments and memories being created by your class and peers
- **You miss** out on feeling like you are always part of the team and belonging
- **You miss** important scaffolds in your learning-jumping and skipping concepts that progress along the learning continuum
- You feel like you are left behind, become disinterested and disengaged

### Keep Connected

Windsor South Public School Group 2021 is a fantastic way to keep informed and to connect with other families and parents on Facebook. Please join this group and be connected with our wonderful school community.

**Windsor South Public School Group 2021 Facebook page**

**Scan the QR code to join the Parent Facebook page**



Please answer the prompt question to ensure your request to join is approved.

### Parent Portal on Sentral

We will no longer be using the Skoolbag app as an information tool. We will however, be using the [Sentral Parent Portal](#) app as well as continuing the use of [SeeSaw](#). The [Sentral Parent Portal](#) app will allow you to see your child's attendance, send sick notes, make changes to your personal information, see the school calendar and have links to the online lunch ordering app.

This year, you will also receive a notification from Sentral at 9.15am, if your child has not been marked in attendance. You will be able to reply directly to this message to give an explanation for non attendance at school.

Last week you received a log in code with instructions for the [Sentral Parent Portal](#), so you will have access to your child's information.



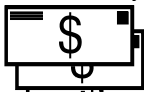
## Canteen

This year, the breakfast program will be coordinated by the P&C. Children will be able to go to the Canteen from Monday to Friday between 8.15am and 8.45am to get some toast or an Up & Go for breakfast. There is no cost for students to have breakfast. This program will be funded by our amazing P&C.

Please note, the canteen will be open for recess and lunch on Wednesdays, Thursdays and Fridays.

Recess and Lunch Orders can now be placed online and you will need to place your order before 9.30am. You will need to sign up first. You can find instructions and links in the newsletter.

## Money Collection

All money for school fees, excursions, special events etc is collected at the office, unless specified. Children should bring permission notes and money in a sealed envelope, clearly labelled with name, class and amount, and take it to the office before school (8.15-8.45am). Please ensure that all money is paid **BY THE DUE DATE** or your  child will not be able to participate in the activity. We also have eftpos facilities so you can pay for events by card.

From March 19, 2021 we will have a new online payment system called POP. POP is a secure payment system hosted by Westpac to ensure that your credit/debit card details are captured in a secure manner. These details are not passed back to the school and are not stored by Westpac bank. Parent's and Carers can make online payments for term accounts via our school website.

## Animals on School Premises

Due to legislative requirements all animals are not allowed on school grounds without the express permission of the principal.

## Toys

We do not encourage children to bring toys to play with at school as breakages cause unhappiness. At lunchtime there are a variety of activities and equipment for students to enjoy on the playground and in the library (such as balls, skipping ropes, hoops, colouring-in corner, building blocks, puppets, soft toys and Lego). The only toys required at school are special news items that can be brought in to school on your child's news day and kept safe in the classroom until home time.

## Birthdays



We love celebrating birthdays at Windsor South. If you wish for the class to celebrate your child's birthday, please bring a commercially pre-packaged treat.

Our fabulous canteen will have special commercially pre-packaged birthday class treats for you to purchase for \$15.00. These treats will be available 5 days a week, can be ordered on Quick Click and requires 2 days notice to prepare. More information and pictures of what is available will be advertised soon.

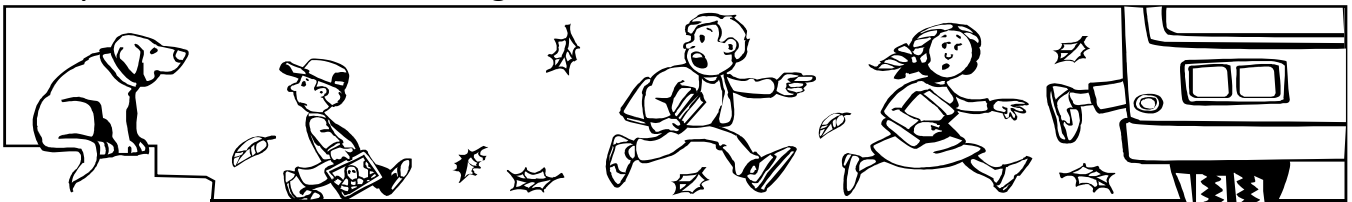
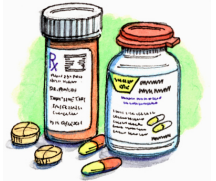
## Buddy Book

The 'Buddy Book' is used within the classroom as time out away from their fellow classmates. If students make wrong choices within the classroom they will be given a warning. After the 3<sup>rd</sup> warning they are given a 10 minute time out within the classroom. If your child continues to make wrong choices, and are given another 3 warnings in the same session, they will be entered into the buddy book. Children who have been entered into the buddy book are sent to their buddy class for about 10 minutes to think about their actions. If the child has been sent to the buddy class on 3 occasions within the fortnight, they may have a lunchtime detention in the *Planning Room*

## Administration of Prescribed Medication

Anyone requesting that medication be dispensed during school hours needs to provide a **copy of the prescription or a letter from the prescribing doctor and complete the appropriate medication forms** available from the office.

Medication is not to be stored in school bags, but must be taken to the office labelled with your child's name and dosage instructions.



## Homework

Homework for K-2 students may include home reading, sight word revision, homework booklets and worksheets containing revision on spelling, maths and comprehension activities.

## Home Reading

Students are expected to read a reader at home **each school night** to Mum/Dad/Caregiver/Sibling. Students are encouraged to change their home reader regularly. To do this students need to return their current reader and the teacher will swap it for them. Please fill in the home reading journal to ensure the same book is not sent home twice.

## Whole School Assembly

This year, Windsor South will hold a whole school assembly in the hall twice a term on a Friday morning from 9.00am. We will aim to hold all special functions like the Easter Hat Parade, Naidoc Day Celebrations and Multicultural Day as a part of these assemblies. Classes will also perform a small item at some of these assemblies. Weekly Merit and Blue Star Awards will now be handed out at our in school assembly on a Friday. Bronze, Silver and Gold medals, as well as other special acknowledgements, will be announced at the new whole school/family assemblies. Provided COVID restrictions are lifted, parents and families are more than welcome and encouraged to attend. Please check the school newsletter, Seesaw, Facebook or the Sentral Parent Portal Calendar for information. Note the taking of photos and or posting photos to social media of other students during assembly is not permitted.

## Excursions in 2021

We are planning two excursions for K -2 in 2021.

- The first Stage 1 (year 1 and 2) excursion is planned to be held late term 1 or early term 2. Venue S1: Windsor Walk including a visit to the Hawkesbury Regional Museum. Approximate cost will be \$5.00 - \$10.00. Early Stage 1 (Kindergarten) venue and cost to be confirmed.
- Year 3 students in 2/3E will participate in the stage 2 camp and Windsor Walk excursions.
- The second excursion will be in term 4 for Stage 1 and ES1 (Kindergarten). We plan to visit the new Sydney Zoo, approximate cost will be \$40.00.

There will be more information provided regarding these excursions closer to the dates.

## No Hat/No Shades/No Play

As part of our **Sun Safe Policy** – No Hat/No Shades/No Play, we enforce that students who forget their school hat or do not wear their shades are to remain in a designated shady area of the playground where they are to play quiet activities. All students at Windsor South are expected to wear a school hat and their school shades. Our school hats and shades are affordable and designed to maximise sun safety.

Sunshades are \$12.50, school hats are \$15.00 and senior caps are \$18.00 all available to purchase from the uniform shop. We will continue to teach and promote sun safety to our students and our community in 2021. The Sunshades will be kept in the classroom.

## Crunch & Sip

Our school is committed to improving children's health through education and by supporting the Department of Health's Crunch&Sip® initiative. It is a set break in the middle of the day for students to eat fruit or salad vegetables and drink water in the classroom. We invite you to support your child to participate in our Crunch & Sip program by providing a clean water bottle and a piece of fruit or vegetable each day.

## PBL - Positive Behaviour for Learning

Windsor South Public School has adopted the Positive Behaviour for Learning reward and behaviour structure to promote positive outcomes for all aspects of school life. Positive Behaviour for Learning, otherwise known as **PBL**, focuses on ensuring every person at the school is able to reach their full potential by creating a positive and safe environment. It employs a whole school systems approach to address problem behaviour and reduce its effects on student outcomes and on the school community as a whole. PBL encourages positive behaviour from students, which has been shown to improve their self-concept and motivation to learn.

At the heart of our school's PBL approach are three core expectations or values:

- Respect (*treating yourself and others in a considerate and caring manner*)
- Responsibility (*taking ownership of your actions and their consequences*)
- Safety (*behaving in a manner that is safe for yourself and others at school*)



The key features of the program are:

- A common purpose and approach to discipline
- A clear set of positive expectations and behaviours
- Procedures for teaching expected behaviour
- Continuum of procedures for encouraging expected behaviour
- Continuum of procedures for discouraging inappropriate behaviour
- Procedures for on-going monitoring and evaluation
- Whole school involvement
- Visual display materials around the school

Students who demonstrate the three core values at Windsor South Public School will be acknowledged and rewarded for their efforts.

### **Southern Star Rewards**

At Windsor South Public School, we take great pride in rewarding students who demonstrate consistently positive attitudes to learning and behaviour. Southern Stars is the school wide reward system that reinforces positive behaviour and encourages students to try their hardest at all aspects of their schooling.

Respectful, Responsible and Safety Star Tokens are handed out in class to students who demonstrate the key values and expectations at school. Students accumulate these tokens (class teachers keep a tally) and are awarded a Blue Star Award at assembly when they reach 10 Tokens.

Every time a student achieves 5 Blue Star Awards, they receive a Principal's award, and a letter will be sent home prior to invite parents to attend this special assembly:

- 5 Blue Star Awards achieves a Bronze Star Award
- Another 5 Blue Star Awards achieves a Silver Star Award
- Another 5 Blue Star Awards achieves a Gold Star Award
- Another 10 Blue Star Awards achieves a Platinum Star Award
- Another 10 Blue Star Awards achieves a Diamond Star Award



### Library Days:

Tuesday – 1/2S & 2/3E

Wednesday – KN

Thursday – KW

Friday – K/1B



We are fortunate enough to have a very large, well resourced library. Mrs Saliba is our Teacher-Librarian, she encourages all students to borrow at least once a week. The library is open most mornings and lunch-times too. Please send a library bag to school on your child's library day so they can participate in the borrowing spirit.

### Sport:

Students will participate in a sports program led by Mr Hayes, who will be supported by a class teacher each Tuesday.

We also run a fitness program three mornings per week (Mondays, Wednesdays and Thursdays). Please provide a note for the teacher if your child is unable to participate in fitness or sport due to illness.

We encourage children to wear appropriate footwear, school hat and sunshades. Windsor South prides itself on developing healthy, fit and happy children.

### Class Requirements

**Below is a list of the requirements for all K-2 students this year. We appreciate your support:**

- ☆ box of tissues x 2
- ☆ glue sticks UHU or Bostick preferred
- ☆ packet of wet-wipes and/or **pump** hand sanitiser (to reduce the spread of illness)
- ☆ library bag clearly labelled with child's name (pillow case will suffice)
- ☆ art shirt or smock clearly labelled with child's name (dad's old t-shirt will do)
- ☆ whiteboard markers

*Note: children may supply their own coloured pencils and textas but they must be clearly marked with the child's name and their safe keeping is the responsibility of the child.*

**Please remember to send your child to school wearing their Windsor South school hat.**

### Seesaw

Seesaw will give you a window into your child's classroom and their learning progress. You will need to download the Seesaw App for iOS, Android, or alternatively you can use the web to view your child's learning.

When there are new Seesaw posts, you can be notified via app notifications, email or SMS. You will only be notified about your own child's work. All data is safe and secure.

You will receive the school Seesaw policy and log in hand out, with directions to download and sign up for your child's Seesaw journal.

**Reading Groups:** Students will be grouped within their class into reading groups. They will rotate through various interactive and engaging activities that challenge them to work cooperatively and independently. Teachers regularly assess the students to ensure they are meeting their individual needs.

Mrs Towner and Mrs Dimech (learning support teachers) will be running a targeted reading program focused on improving reading fluency and comprehension of students across the school. There is also additional support from School Learning Support Officers (SLSOs) to ensure all classes are receiving targeted intervention where needed.

**Magic 100 Words (M100W)** is a sight word program where students are encouraged to learn to recognise, read and spell a list of high frequency words. Our aim is for all students to be able to recall these words easily and store them in their long term memory. Through this quick recall students' reading, fluency and comprehension skills can be greatly improved.

Please keep the following pages as your record of the magic words and their coloured levels. All students will receive two copies of their current word list to practise at home. Please assist your child in learning these words by cutting up the flash cards and playing games such as memory, snap and go fish.

When playing word games or using sight word flash cards at home, it is imperative that children are not "overloaded" with too many new words. Ideally, it is important to choose around 9 familiar words and around 3 unknown words. Once the student has achieved total familiarity with the new words, remove three (initially) familiar words and add three new unfamiliar words. Once you are sure that your child knows a complete level of words (beginning with the golden level) with automaticity (able to say the word instantly), ask your child to let their teacher know so they can be assessed to receive a certificate.

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### THE FIRST 100 MAGIC WORDS

#### 12 GOLDEN LEVEL WORDS

a	I	it	the
and	in	of	to
be	is	that	was

#### 20 RED LEVEL WORDS

all	but	he	on	they
as	for	her	one	we
are	had	his	said	with
at	have	not	so	you

BLUE	GREEN	ORANGE	INDIGO	VIOLET
an	big	back	call	about
by	can	been	come	before
do	did	came	here	could
go	get	down	make	first
if	has	from	must	little
me	him	into	only	look
my	new	just	some	more
no	now	like	then	other
or	off	made	were	right
up	old	much	what	their
	our	over	will	there
	out	them	your	want
	see	this		where
	she	well		which
	two	went		
	who	when		

### THE SECOND 100 MAGIC WORDS

PINK	PURPLE	AQUA	LIME	LEMON
after	again	always	another	any
eat	far	fast	found	every
good	kind	keep	live	long
play	own	people	put	soon
sing	these	thing	three	very
am	ask	away	eight	because
five	find	four	got	gave
help	left	let	may	morning
ran	room	round	run	than
sit	too	tree	under	why
boy	best	bird	bad	cat
fly	give	going	head	house
home	man	many	name	open
read	say	school	should	time
think	walk	water	would	year
day	bring	dog	father	each
girl	how	hand	know	last
jump	mother	night	once	small
saw	stop	take	tell	use
us	wish	work	write	yes

**THE THIRD 100 MAGIC WORDS**

<b>PEARL</b>	<b>RUBY</b>	<b>SAPPHIRE</b>	<b>JADE</b>	<b>AMBER</b>
red	mum	sound	space	fun
blue	dad	letter	earth	game
green	baby	word	moon	bike
black	sister	sentence	sun	ride
white	brother	line	star	race
orange	family	book	world	ball
yellow	children	story	sea	happy
brown	kids	picture	land	party
light	men	page	ground	doll
dark	women	paper	sky	toy
six	parent	front	plant	song
seven	person	start	flower	music
eight	love	end	grow	beautiful
nine	heart	hold	field	together
ten	friend	draw	rain	watch
second	body	class	wind	season
minute	face	study	air	summer
hour	eye	learn	fire	autumn
week	leg	spell	hot	winter
month	feet	list	cold	spring

## 2021 CLASSES

### **K Nightingales - Mrs North**

K Nightingales will have Mrs Saliba for Science and Technology every Wednesday (from 12:10pm-2.43). She will also be taking them to the Computer Room to develop their ICT skills.

### **K Wildings – Miss Wood**

K Wildings will have Mrs Saliba for Science and Technology every Thursday (from 11:15am-1.05pm). She will also be taking them to the Computer Room to develop their ICT skills.

### **K/1 Benedicts – Mrs Barker**

K/1 Benedicts will have Mrs Saliba for Science and Technology every Friday (from 11.15am-1.05pm). She will also be taking them to the Computer Room to develop their ICT skills.

### **1/2 Sheppards - Miss Scott**

1/2 Sheppards will have Mrs Davies for Science and Technology every Tuesday (from 9.45am-10.45am). She will also be taking them to the Computer Room to develop their ICT skills.

### **2/3 Einsteins - Mrs Eccles**

2/3 Einsteins will have Mrs Davies for Science and Technology every Friday (from 8.45am-10.45am). She will also be taking them to the Computer Room to develop their ICT skills.

### **Meet the Staff of 2021**

Our Principal – Mrs Bristol  
Assistant Principal K-2 – Mrs Hassan  
Assistant Principal 3-6 – Miss Telfer  
Instructional Leader – Mrs Tracey  
School Office Manager – Mrs Pollock  
School Office Assistant – Mrs Said  
School Learning Support Officers – Mrs Tate, Mrs Lane,  
Mrs Wikaira-Paul, Mrs Whitehurst, Mr Mitchell, Mrs  
McCarthy & Mrs O'Brien  
Aboriginal Education Officer – Miss Wright  
General Assistant – Mr Arthur  
Learning and Support Teachers – Mrs Towner, Mrs Dimech  
Librarian – Mrs Saliba  
Science & Technology Teacher – Mrs Davies  
Sport – Mr Hayes  
Chaplain – Mr Gerber

### **Meet the Classes of 2021**

EIU – Early Intervention Mrs Wallin  
KN – Nightingales Mrs North  
KW – Wildings Miss Wood  
K/1B – Benedicts Mrs Barker  
1/2S – Sheppards Miss Scott  
2/3E – Einsteins Mrs Eccles  
3/4A – Attenboroughs Miss Alchin  
3/4C – Caldicotts Mrs Carpenter  
3/4I – Iyers Mr Izzard  
5/6N – Nelson Mandelas Mr North  
5/6U – Unaipons Miss Unsworth

*We look forward to a wonderful year of learning and personal achievements. We encourage all parents and carers to join us in promoting our positive school spirit and hope to see you engaging with the school as much as possible.*

*Kind regards,  
K-2 Teachers and Support Staff.*